
Subject: Equipment Purchases and Disposal of Equipment

Effective Date: October 1, 2004

Revised from:

Policy: LA purchases of non-expendable property valued at \$500 or more must receive prior approval from the SA to utilize WIC funds. All automated data processing equipment must receive prior approval. All equipment purchased 100% with WIC funds is the property of the WIC program and must be returned to the SA if the LA contract is terminated or not renewed. LA may not dispose of property purchased with WIC funds without KDHE authorization.

Reference: CFR §246.14

Procedure: The following information must be submitted **in writing** to the SA in advance of purchase: (**an e-mail including the following information will be adequate**).

1. A description of the item to be purchased, including brand name.
2. The estimated cost of the item.
3. A justification for the purchase.
4. How many hours a week the equipment will be used for WIC purposes.
5. Percentage of purchase price to be reimbursed with WIC funds.

After reviewing above information, the SA will return written approval (or disapproval) to purchase the property. The time involved between submission of the request and a letter of authorization depends on whether pre-approval from USDA is required.

Once approval for an equipment purchase is received from the SA, the LA will have **30 days** from the date of the approval notice to purchase the equipment. However, due to closure of the Federal fiscal year, all purchases must be made by September 30. If the equipment is not purchased within the time frame allowed, a new request must be initiated.

After purchasing the property, the LA must include the following information with the affidavit claiming reimbursement for the purchase:

1. Description of the item, including brand name.
2. Actual cost of the item.
3. Amount of WIC funds used.
4. Serial number of the item.
5. Copy of invoice.
6. Photocopy picture of the item.

KDHE will send an inventory decal to be placed on the property for identification purposes. This property must be accounted for annually. **Follow the procedure in ADM: 02.03.06 to track all equipment purchases**